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Space, Missile, Command and Control

FLIGHT LINE VEHICLE CONTROL

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This instruction implements AFD 13-2, Air Traffic Control, Airspace, Airfield, and Range Management. This instruction outlines responsibilities and procedures for controlling ground vehicles operating in the flight line environment. It sets forth requirements for training and authorization based on need, necessary knowledge, safety, and other considerations. It applies to all organizations having a need to drive on the Hill AFB flight line.

SUMMARY OF REVISIONS

All Hill AFB Certificate of Competency cards will no longer be valid if annual refresher training and date accomplished are not annotated on the reverse side of the certificate by the unit's Vehicle Control Officer (VCO) or Vehicle Control Non-Commissioned Officer (VCNCO). Uncontrolled vehicle operation on any portion of Taxiway Alpha is no longer permitted. A | indicates revision from the previous edition.

1. TERMS EXPLAINED:

1.1. Flight Line Environment . Includes the runway, all taxiways, ramps and aprons, hot pads, hangars, and airfield roadways. It is broadly defined by the flight line fence excluding the industrial complex (200 series) buildings and parking lots.

1.2. Clear Zone . An area paralleling the runway 1000 feet either side of centerline. This is an area of increased hazard due to accident potential. Only vehicles being used to complete mission requirements are authorized to operate within the clear zone. At Hill AFB, a rough estimate of the west half of the clear zone is the distance displaced by the parallel taxiway.

1.3. Controlled or Restricted Area Badge (AF Form 1199, Air Force Entry Control Card). All persons on the flight line must have and display a current badge with appropriate areas annotated. This is a laminated attachable identification card (ID) card issued by the Security Police Squadron (75 SPS/SP).

1.4. Flight Line Driver Permit (AF Form 483, Certificate of Competency). Issued by the 75 OSS Airfield Management, it will be stamped "AUTHORIZED FLIGHT LINE HILL AFB" and will be validated with the signature of the Airfield Manager or his designated representative.

1.5. Privately Owned Vehicle (POV) Pass. OO-ALC-HAFBVA 125-4, Flight Line, Hill AFB Utah, is a 3 1/2 x 5 1/2 inch decal. This decal authorizes non-military vehicles to be operated on the flight line and is issued and controlled by Base Operations. A flight line decal will be issued to operate in the flight line environment for vehicles approved by the unit's commander or director in writing and authorized by the Airfield Manager or his designated representative. Decals will be displayed on the dash, driver's side of the vehicle. Passes will be returned to Base Operations when no longer required.

1.6. Vehicle Control Officer (VCO) or Vehicle Control Non-Commissioned Officer (VCNCO). The civilian or military individual selected by the Commander or Director to administer the organizations vehicle program, to include operation of vehicles on the flight line and the associated training required thereto.

2. GENERAL:

2.1. Applicability. All personnel operating a vehicle on the flight line must be familiar with local flight line rules and procedures and must possess proper documentation authorizing flight line driving.

2.2. Environment. Hill AFB is an extremely congested airport with a high volume of aircraft and vehicle traffic in a limited area.

3. RESPONSIBILITIES:

3.1. Unit Commanders or Directors will :

3.1.1. Ensure VCOs and VCNCOs are appointed according to AFI 24-301, *Vehicle Operations Management and Use of Motor Vehicles*. A copy of the appointment letter will be forwarded to 75 OSS/OSAM for file.

3.1.2. Ensure individuals are identified for flight line training programs.

3.1.3. Maintain the number of personnel authorized to drive on the flight line to an absolute minimum.

3.1.4. Ensures the proper administration of their organization flight line driver training program.

3.1.5. Suspend an individual's flight line driving privileges and order retraining when appropriate. (See paragraph 4.6.2)

3.2. The Airfield Manager will :

3.2.1. Quality control flight line driver training and procedures.

3.2.2. Provide VCO and VCNCOs with a standard lesson plan (Attachment 1).

3.2.3. Coordinate on all flight line unit specific training programs.

3.2.4. Provide a specific briefing and a written examination for all first time Hill AFB flight line drivers. In special circumstances, the Airfield Manager may provide the complete flight line driver training.

3.2.5. Train new VCO and VCNCOs who have not been trained by the person being replaced.

3.2.6. Annually validate with the unit VCO or VCNCO a current list of authorized flight line drivers assigned to the unit no later than May 1.

3.2.7. Have the authority to revoke flight line driving privileges.

3.2.8. Notify Unit VCO/VCNCOs of any changes to flight line operations by sending a change to the unit's flight line driving read file.

3.3. Unit VCOs and VCNCOs will :

3.3.1. Develop a unit specific flight line driver training program for their organization and coordinate it through the Safety Office (OO-ALC/SE) and Airfield Manager or his designated representative.

3.3.2. Conduct and monitor their organization's flight line driver training program.

3.3.3. Ensure trainee possesses a valid state or government driver's license.

3.3.4. Maintain personnel flight line training records, and associated flight line forms required by their organization.

3.3.5. Annually update the Airfield Manager on all personnel currently licensed within their unit no later than April 1.

3.3.6. Suspend, retrain, or revoke driving privileges when necessary of those drivers in the unit.

3.3.7. Ensure all personnel receive annual flight line driver refresher training by maintaining a unit flight line driving read file. Annual refresher training is accomplished when the flight line driver reads the unit read file for changes to flight line operations not previously reviewed. Additions to the unit read file come from the Airfield Manager. Annotate completion of refresher training and date on the back side of each individual's Certificate of Competency card.

3.4. Security Police Squadron (75 SPS/SP) will enforce all traffic rules and directives on the flight line, ensure unauthorized vehicles are prohibited from operating on the flight line, and inform Base Operations of violations.

NOTE:

Special attention should be directed toward the area in front of Base Operations (Building 1) and the flight line gates 1, 2, 45 and 48.

3.5. Flight line Supervisors/Personnel will:

3.5.1. Ensure rules and safety practices are obeyed and promptly report any violations to the proper level of authority.

3.5.2. Be alert for foreign object damage (FOD) items in the flight line environment. When possible pick up FOD. If unable to stop, report it to Base Operations, (7-1861.)

4. PROCEDURES FOR OBTAINING A FLIGHT LINE DRIVER PERMIT:

4.1. Each Hill AFB Unit will complete Attachment 2 or a suitable substitute for the individual. At this time paperwork should be initiated to obtain an AF Form 1199 with appropriate areas marked for the flight line.

4.1.1. The VCO or VCNCO will ensure accomplishment of flight line driver training.

4.1.2. After the individual successfully completes their unit's training, the VCO or VCNCO will sign the request for Certificate of Competency (Attachment 2) indicating completion of all requirements and obtain a testing date with 75 OSS/OSAM.

4.1.3. The individual will take a copy of Attachment 2 to 75 OSS/OSAM to be tested and obtain their flight line driver permit. The permit number will be recorded by 75th OSS personnel.

4.1.4. After completing the above, the individual will return the paperwork to their unit VCO or VCNCO.

4.2. Mission Contractors will process their permits through their sponsoring unit according with paragraph 4.1.

4.3. Construction Contractors will work with the 75 Civil Engineering Group (75 CEG), Army Corps of Engineers, Environmental Management Directorate (OO-ALC/EM) or other contracting organization as appropriate. That organization will notify the Airfield Manager of the proposed construction, requirement for flight line drivers training and need for POV passes. The Airfield Manager or his designated representative will group train and test all construction contractors unless otherwise specified in advance.

4.4. TDY Personnel who are licensed to drive on their home Air Force flight line may drive at Hill after receiving a general airfield safety briefing by the Airfield Manager or his designated representative. Sponsoring units of TDY personnel will give a unit specific briefing as referred to in paragraph 5.2. Personnel not licensed at their home station or not licensed to drive on an Air Force flight line will not drive on the Hill AFB flight line without the explicit approval of the Airfield Manager or his designated representative.

4.5. The Airfield Manager or his designated representative will verify that a copy of Attachment 2 has been properly completed, administer the flight line drivers written examination ensuring at least an 85 percent score corrected to 100 percent. Failure will require additional study and testing on a following business day.

NOTE:

The Airfield Manager or his designated representative will issue an AF Form 483, over stamped for the Hill AFB Flight Line and complete the appropriate blocks of Attachment 2 and direct the examinee to return the paperwork to the unit VCO or VCNCO.

4.6. Permit Suspension/Surrender/Revocation Procedures:

4.6.1. General. Incidents or overall demonstrated lack of ability on the part of the permit holder may result in suspension of privileges for additional training, surrender of the permit without comment or revocation of the permit (gross violations of safety or flight line driving rules).

NOTE:

All suspended/surrendered/revoked certificates require written notification from the individuals supervisor to reissue his license.

4.6.2. Suspension. Any supervisor in the drivers chain of command may suspend a drivers permit pending further training. All suspensions will be reported to the VCO, VCNCO and Airfield Manager.

NOTE:

Certificate of Competency cards issued by the Airfield Management will require completion of annual refresher training and date annotated on the reverse side of the card or the card will be suspended.

4.6.3. Surrender. All permit holders will surrender their permits upon demand by their VCO, VCNCO, Unit Commander, or by the Airfield Manager or his designated representative. The permit holder will notify their VCO or VCNCO if someone other than their VCO or VCNCO has demanded the surrender of his/her Certificate of Competency. All surrendered permits will be forwarded to the Airfield Manager.

NOTE:

All permit holders are required to surrender permits upon PCS, separation, retirement or when the need to drive on the Hill AFB flight line no longer exists.

4.6.4. Revocation. The flight line drivers permit may be revoked by the permit holders VCO, VCNCO, Unit Commander or the Airfield Manager. Once revoked another permit will not be reissued without the explicit approval of the Airfield Manager. All revoked permits will be forwarded to the Airfield Manager.

5. UNIT CONDUCTED TRAINING:

5.1. Base Lesson Plan. A flight line driver training lesson plan will be provided by the Airfield Manager or his designated representative to include general rules, procedures, and operations applicable to Hill AFB. Special areas of interest that may pertain to the specific unit may be added by the unit VCO or VCNCO. Attachment 1 of this instruction is a lesson plan outline. Other sources of information are, AFI 24-301, *Vehicle Operations*, AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, AFR 125-14, *Motor Vehicle Traffic Supervision*, OO-ALC-HAFBI 13-201, *Air Traffic Control and Flight Operations*, and OO-ALC-HAFBR 125-4, *Vehicle Traffic Regulation*.

5.2. Unit Lesson Plan. The VCO and VCNCO are required to develop training that applies to their specific unit and mission. With their Squadron Commander's consent, the VCO or VCNCO may conduct an oral examination; a driving check ride; or a combination of both.

5.3. Training Review. The Airfield Manager or his designated representative will conduct spot checks as required and monitor adverse trends.

5.4. Certification. All personnel driving on the flight line must have completed the training and obtained a Certificate of Completion. They must be physically qualified to perform driving duties to include the ability to recognize and respond to different color light gun signals. Medical Group (75

MDG) or civilian dispensary may be used for DOD employees to conduct any physical testing that may be required.

6. VEHICLES AUTHORIZED IN THE FLIGHT-LINE ENVIRONMENT:

6.1. Applicability. Any vehicle being operated on the Hill AFB flight line must have a direct mission related reason. The flight line will not be used for convenience to move from one part of the base to another.

6.2. Government Vehicles. All flight mission support, GSA vehicles, and special purpose vehicles are authorized flight line operations. These are easily recognizable as government vehicles and are not required to display a flight line decal.

6.3. Non-Government Vehicles.

6.3.1. Construction Contractors. Contractors' vehicles working construction or repair projects on the airfield will be authorized access only by Base Operations. The Airfield Manager will brief contractors on control and safety requirements and acceptable routing at the preconstruction conference. Passes will be returned as part of the final inspection of the contract.

6.3.2. Mission Contractors. The contracting unit will provide justification for access to the flight line to the Airfield Manager. Upon approval of the Airfield Manager, POV passes will be issued for the period of the contract. Passes will be returned when no longer needed or when the contract ends.

6.4. Privately Owned Vehicles. POV operation on the flight line is discouraged for several reasons (including security, safety, FOD, and liability) and will be kept to an absolute minimum.

6.4.1. Commanders and Key Supervisors. Unit commanders will certify by letter to the Airfield Manager that there is a valid need to respond to the flight line for mission related reasons. Passes are issued to individuals and will be returned rather than passed on when the individual no longer requires flight line access.

6.4.2. Deployed, Transient, TDY Personnel. Use of POVs and rental vehicles on the flight line for deployed unit missions, inspection teams, etc., may be authorized by Base Operations on a case-by-case basis. When operating vehicle in the runway clear zone, radio communication with the tower is required. Radios can be checked out from Base Operations. All passes will be returned to Base Operations at the completion of the stay.

6.4.3. Flight line Place of Duty. Individuals needing POV access to the flight line to reach their place of duty will be issued a decal upon approval of Airfield Manager. The Airfield Manager will designate the route to be taken to the place of duty. Passes are issued to the individual and will be returned rather than passed on when the individual no longer requires flight line access.

6.4.4. Non-Operations Personnel. Some positions may have a requirement for access to the flight line on a recurring basis (such as the Office of Public Affairs (OO-ALC/PA)). Justification and individual arrangements will be made with the Airfield Manager. A temporary pass with an expiration date may be authorized.

7. FLIGHT LINE OPERATING PROCEDURES:

7.1. General. All personnel driving in the flight line environment and having obtained a Certificate of Competency in accordance with this instruction will comply with the procedures, directions, and limitations described in AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, Chapter 25, Operation of Motor Vehicles on Air Force Flight Lines.

7.2. Specific Local Procedures:

7.2.1. Tower Controlled Area. Hill AFB tower controls all ground traffic in the clear zone which includes the main taxiway (Alpha), the runway, the portions of taxiways between them, access from taxiway Alpha to Hot Pads 6, 2, 1, and the North and South EOR areas. Vehicles operating in this area must have the ability to communicate with the tower by radio or be escorted by another vehicle that can. *Before entering the runway for any reason, permission must be obtained from the tower.* When necessary, hand held radios may be checked out from Base Operations (75 OSS/OSAMB) dispatch section for temporary use.

7.2.2. If radio contact is lost or suspected to be lost while operating on the runway, the tower should be monitored for light gun signals while the driver exits the runway at the nearest exit. Flashing runway lights indicate a need for tower to communicate by either radio or light gun signals. If radio failure is known or suspected proceed to Base Operations and brief them on the incident.

7.2.3. Clear Zone Operations. Any work to be accomplished within the clear zone must be approved by Base Operations or the Airfield Manager.

7.2.4. Air Mobility Command (AMC) Alert Launches. During an AMC alert, the AMC alert vehicle has priority over all ground traffic including emergency vehicles responding to a declared emergency.

7.2.5. Taxiing/Towed Aircraft. Drivers will give way to taxiing aircraft and aircraft being towed. Do not overtake a taxiing aircraft. The responsibility to avoid aircraft rests with vehicle operators. To the maximum extent possible, vehicles will be driven on the shoulder of the taxiways and within the painted ramp roadways. Vehicle operators will not “cut corners” or drive off the paved surfaces to take short cuts. Vehicles encountering an aircraft coming from the opposite direction will stop until the aircraft passes. If the aircraft has a large wingspan, the driver will reverse course well ahead of the aircraft and drive back along the edge of the taxiway to a point where their vehicle can turn off the shoulder on to a prepared surface and avoid the aircraft wing tip having to pass in the vicinity of their vehicle.

7.2.6. Congested Areas. While the whole flight line is congested, there are certain areas where extra caution should be exercised. (See Attachment 3.)

7.2.6.1. Helicopter Pad 7 is at the entrance to Taxiway Alpha where Taxiway Foxtrot and the north ramp meet, and helicopter Pad 6 is on Taxiway Echo between Taxiways Charlie and Delta. These pads are marked with a large white painted “H” and the blue lenses of the taxiway lights on either side have been replaced with orange lenses. When crossing these areas drivers must ensure that there are no helicopters on landing approach to the pads.

7.2.6.2. The north ramp in front of Base Operations often has frequent large transient, Medevac, Distinguished Visitor aircraft and helicopters operating on it. In addition there are frequently people unfamiliar with flight line operations visiting Base Operations or meeting visiting aircraft. It is also a major cross road for ground traffic, taxiing and towed aircraft

operating between the east and west sides of the flight line. This area has high visibility and mishap potential. Use extreme caution when driving in this area.

7.2.6.3. Other congested areas include the ramp road near Building 9, the Fire Station and around the 388th Fighter Wing and 419th Fighter Wing aircraft restricted parking areas.

7.2.7. FOD Control. Due to the possibility of FOD, do not drive vehicles onto the airdrome immediately after having been on an unsurfaced area, road, or path. Operators will make sure all equipment carried on vehicles is stowed properly and secured.

7.2.8. If the vehicle has been driven off a paved surface on the airfield or being driven on to the airfield from street surfaces, before coming back on the paved airfield surface, stop and clean tires of any rocks or soil.

8. ENFORCEMENT . The Chief, Airfield Management, Commanders, Supervisors and Safety Officers will enforce this regulation. Any person violating procedures should be reported to the Security Police and Base Operations.

ROBERT S. LUNDIE, Lt Colonel, USAF
Commander, 75 OSS

Attachment 1

FLIGHT LINE DRIVER TRAINING LESSON PLAN OUTLINE

A1.1 Administration.

A1.1.1 Review paperwork (prepare request for Certificate of Competency, have individual read AFM 24-306, Chapter 25, this instruction and applicable unit material).

A1.1.2 Ensure the individual has proper state/government license and necessary unique vehicle training.

A1.2 Flight line entry points.

A1.2.1. Line badge requirements and use.

A1.2.2. Most commonly used entrances and exits.

A1.2.3. Which gates to use for particular needs.

A1.2.4. Flight Line security procedures and individual's responsibility.

A1.3. Briefing Points

A1.3.1 Flight line traffic flow.

A1.3.1.1. Painted roadways on ramps, stop points, and flow in non-painted areas.

A1.3.1.2. Normal aircraft flow patterns (under own power and being towed).

A1.3.2. Speed limits and safety practices.

A1.3.3. Restricted areas, hazards, and congested points.

A1.3.4. Operations in the vicinity of aircraft.

A1.3.5. Vehicle parking and chocking.

A1.3.6. Procedures for operating in clear zone (1000' either side of runway centerline; see attach. 3)

A1.3.6.1. Coordination and radio procedures.

A1.3.6.2. Runway and taxiway markings and signs.

A1.3.6.3. Control tower light signals.

A1.3.7. Hill AFB flight line restrictions.

A1.3.8. Night and adverse weather operations.

A1.3.9. FOD control and prevention.

A1.3.10. Types of violations and reporting procedures.

A1.4. Operations and situations unique to your specific unit.

A1.5. Driving Orientation--Day/Night

A1.6. Training evaluation.

A1.6.1. Oral examination (if desired).

A1.6.2. Driving test.

A1.6.3. Physical and color blindness test (when necessary).

A1.6.4. Multiple choice test administered by Airfield Manager or his designated representative.

Attachment 2

REQUEST FOR CERTIFICATE OF COMPETENCY

FROM: _____

(Requesting Unit)

DATE _____

SUBJECT: Request for Certificate of Competency

TO: 75 OSS/OSC

1. Request _____ be issued an Air Force Form 483, Certificate of Competency, for driving on the Hill AFB flight line.
2. The member is assigned to the _____ (office symbol) work section and has met the requirements of the flight line driving training provisions of OO-ALC-HAFB Instruction 13-202..
3. I certify that this member has a valid and continuing need to drive on the flight line and will attend refresher training annually.
4. The member is aware that following the first year, the Certificate of Competency is no longer valid without receiving annual refresher training and having it annotated on the reverse side of the certificate. Non-current certificates will be surrendered to the Airfield Manager or his designated representative.

Unit VCO or VCNCO

1st Endorsement

TO: _____

Requesting Unit

Date: _____

The above named individual has been issued a competency card with number _____. This card will be surrendered to the Airfield Manager or his designated representative when the need to drive on the Hill AFB flight line no longer exists for this individual.

Airfield Manager or Designated Representative

Attachment 3 MAP OF FLIGHT LINE

